

**RESIDENTIAL OR ASSISTED LIVING FACILITIES  
SURVEY & LICENSURE  
RESTRUCTURING PROJECT WORK GROUP**

**MEETING NOTES**

**Meeting Date:** June 11, 2004

**Meeting Location:** Medicaid Offices - 3232 Elder Street, Boise, Idaho

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**Participants:** Debby Ransom, Robert Vande Merwe, Virginia Loper, Chris Baylis, Debora Corbin, Linda Simon, Jerry Mitchell, Cathy Hart, Angela Browning, Sharon Ashcroft, Bryan Elliot

**Sponsor:** Randy May

**Facilitators:** Marsha Bracke, Susan Hayman

**Support Staff:** Kathie Blakeslee

**Observers:** Kathi Brink, Beverly Bart, Penny Swygart

**Meeting Objectives:**

1. Review results of presentation to BCC/RCC
2. Report on Action Items
3. Confirm path forward
4. Confirm process for completing the work

**Handouts:**

- Agenda
- Joint Council Flip Chart Notes
- E-mail RE: UAI/NSA
- Survey Inspection Guides
- Task List

**Action Items:**

1. Notify Councils of website link KB (6/11/04)
2. Using existing UAI, flesh out format of format of UAI— work with Bureau personnel to help. Then, take to sub committee AB subcommittee and Bureau (6/25/04)
3. Review Inspection Guides and be prepared to discuss details of: Workgroup (6/18/04)
  - Administrator
  - Residents Rights
  - Nursing Services
  - Sanitation Health Standards
4. Review IDR “history” of work group discussion in preparation for 6/18. Get comments to Virginia. Workgroup (COB 6/15/04)
5. Team to look at piloting facilities doing initial placement UAI, with 30-45 day follow-up by RN. Bring back to workgroup. LS,DR (AB as consultant) (6/25/04)
6. Integration subcommittee make first cut at responsible and due dates on task table. Bring back to workgroup. Integration Subcommittee (6/18/04)

7. Distribute to workgroup & Bryan Elliot, Marsha's summary of workgroup products, agreements, reactions, etc. — numbered with task list. Workgroup read prior to 6/18. MB (COB 6/15/04).
8. Make copies of IDR S.O.W. proposal for workgroup as needed. VL (6/11/04)
9. E-mail task lists, guides to all. RM/KB (6/11/04)

### **Agenda Items for June 18, 2004**

1. IDR...
  - Discuss Department "veto power" of IDR decision
  - Discuss feedback to scope of work.
2. Present the Integration Subcommittee for responsible party, dates on task table.
3. Work through four inspection guides.
4. Determine deadline for project!
5. Approve "package" of agreements, decision, etc.

### **Public Comments:**

*See Attachment A*

### **Flip Chart Notes:**

#### Considerations

1. Need to be sure work group clearly communicates purpose/need/content of proposal with key individuals before rolling out final product. — Be sure to communicate representation of work group.
2. Make sure BCC gets info ahead of October meeting — better prepare them for discussion.
3. Need a communication plan!
4. Kudos to work group, "I'm Floored," says Randy May. Lost of tough work has gone into product so far. Department couldn't get there without work group!

#### UAI/NSA

1. Subgroup will work on designing product format, and bring back to workgroup for final tweaking. Then take it to IT folks to work through.
  - Work with Angela/Bryan's product.
  - Auto populate w/current UAI — bring back to work group for concurrence.
  - Then take to IT.
2. Concern to not add new forms, process → needs to streamline paperwork, make process more efficient — standardized form could make things more efficient.
3. Single source document that ties assessment to services/who provides. Ultimately would tie survey to UAI/NSA.
4. Form needs to track delegation.
5. Think about how to make improvements in the future. (e.g. updates electronically, like software updates) — need to figure out an "updating" mechanism.
6. Be sure we have technical ability to import/export form.

#### **Conclusion**

- Not changing the UAI content, but bringing uniform document back to the group for review.

#### Review – Guides/Check sheets

1. Administrator
  - Residents Rights
  - Nursing Services
  - Sanitation Health Standards
  - Review in detail on June 18

2. Look at another set on June 25, or task out to subgroup.

#### Task List Questions

- Physical plant requirements?
- NSA
- Where is the “line for 2 and dementia residents?

#### Other Things to Look at

1. Combination of statute/rules —
  - Have integration committee develop proposal
2. Communications Plan
3. Funding (from commitment made at BOC meeting 6/8/04)
  - Randy will work up process for how to address this, and coordinate w/integration committee
4. Subgroup to work with Region 5 (Chuck) (and one other) to pilot procedure (new admissions v/s ongoing?) for having UAI done prelim, with 30-day follow up by RN to refine UAI. Also need names of facilities who wish to participate. LS/DR

#### Calendar

- No meeting July 2, 2004
- Plan on meeting July 9, 2004

#### **Parking Lot:**

1. Communications plan on the agenda
  - include where to get info

#### Evaluation

Positive	Change
Feel good about things – captured items of concern.	Need to confirm areas of agreement.
Surprised at how much I paid attention sitting in back. Details need to be worked through.	Set <u>date</u> as goal for completion. Everyone is getting weary.
Great meeting – thanks for work on inspection guides/task list.	
Great to see products being developed, details filled in.	
About to get real interesting.	
Nice to be off July 2	
Going well — concerned about subcommittee assignments – lots of work.	
Going well	